

CONFIDENTIAL

DDA
ODP # D-974

18 JUL 1980

25X1A

MEMORANDUM FOR: See Distribution

FROM:


Chief, Information Services Staff

SUBJECT: Records Management Officers Conference - 1980 (U)

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1. The 1980 Records Management Officers Conference will be held on 8 and 9 September . The conference will bring Agency records management officers together to discuss information management topics of mutual interest and to learn of new developments in the records management field that will help to improve Agency records operations. (C)

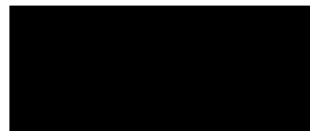
2. This year's conference will cover developments in Registry Automation, the MI Career Service, Storage and Dissemination of Information Concerning the Activities of U.S. Persons, Emergency Preparedness, APARS, APEX, Information Handling in the Agency, and The Records Management Officer as a Management Analyst. (U)

3. Speakers drawn from Agency components will cover topics suggested by a joint panel of RMO's from each Directorate. Attendance is limited to individuals performing either full-time or part-time records management officer duties and some key Registry personnel. (U)

4. The Conference Coordinator will contact component records management officers and make arrangement for those who will attend. (U)

5. It is requested that all records management officers should be given the opportunity to participate in this conference. (U)

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ORIGINAL CL BY 039312
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REASON 3d(3)

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ROOM NO. 2D0105	BUILDING Hqs.	
REMARKS:		
<i>ED GD</i> <i>DD CI</i> <i>CHAS</i> <i>FYI - Gary is free to attend and I support his attendance</i> <i>Good.</i> <i>o/p-file</i> <i>6.D.</i>		
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